



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 24.1**

**Subject: Equal Access To Programs For Delinquent Youth**

**Supersedes: DCS 24.1, 01/01/04**

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Applicable Practice Model Standard(s): Yes**

**Approved by:**

A handwritten signature in cursive script, reading "Sheila P. Miller", is positioned next to the "Approved by:" label.

**Effective date:**

**10/01/98**

**Revision date:**

**04/01/05**

### **Application**

To All Department of Children's Services Youth Development Center Employees, DCS Group Home Employees and Youth

**Authority:** TCA 37-5-106

### **Policy**

All applicable programs and services of the Department of Children's Services shall be available to all youth committed to or placed in the custody of the department without regard to age, race, color, religion, sex, physical disability or handicap, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law in accordance with their program needs. All administrative decisions and work assignments are made without regard to the aforementioned classifications.

### **Procedures**

#### **A. Notification of right to equal access**

1. Within ten (10) working days of a youth arriving at a DCS facility for initial classification, a case manager or designee must provide a copy of form CS-0158, *Notification of Right to Equal Access to Program*, to the youth.
2. The case manager/or designee will require the youth to read and complete the form or the form may be read and explained to them if the youth cannot read or requests assistance.
3. The case manager/or designee must witness and date the

form after the youth signs.

4. The original form must be placed in the youth's case file and a copy will be given to the youth.

**B. Grievances**

Grievances under this policy must follow normal grievance procedures as outlined in DCS policies [24.5-DOE, Youth Grievance Procedures](#) and [24.11, Grievance Procedures For Youth in DCS Group Homes](#).

**Forms**

CS-0158      Notification of Equal Access to Programs

**Collateral Documents**

*None*

**Standards**

ACA 3-JTS-3D-03

ACA 3-JCRF-3D-03

DCS Practice Model Standards – 6-100

DCS Practice Model Standards – 6-102

DCS Practice Model Standards – 6-300

DCS Practice Model Standards – 6-302

DCS Practice Model Standards – 6-403

DCS Practice Model Standards – 7-101A